

Signature of Property Owner:

Land Use Series

Land Use Cover Sheet

File Name:

	File I	Number:	
Instructions for Applicants Please read and follow all instructions or project, it is strongly recommended that you can advance in a timely manner. Every applitems, and a notarized affidavit of ownership	speak with staff prior to ication must include this (if applicable).	submitting your s cover sheet, the	application to help ensure that processing
Specific Type of Land Use Application to Accessory Dwelling Unit Appeal Binding Site Plan Boundary Line Adjustment/ Lot Comb. Conditional Use Permit Environmental Review (SEPA) Please Print or Type Legibly	Landscaping (not Project Design R Rezone/PUD Short Subdivision Subdivision (Long Variance	t with PDR app) eview (PDR) n (Short Plat)	 □ Wireless Communication Facility □ Other (please specify): □ Comprehensive Plan Suggested Amendment □ Comprehensive Plan Amendment
Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:	•		
Contact Person, if different: Address:			Phone:
City:	State:	Zip:	Fax:
E-Mail:		, r	
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs): Description of Proposal:			Comp. Plan Designation:
I/We certify that the information provided in the best of my/our knowledge. Signature of Applicant/Agent:	this application, includi	ng all submittals	and attachments, is true and correct to Date: 6/17/2022

Date:

Land Use Series



Proposed Plat Name:

Parcel Number(s):

Site Address(es):

I/We wish to subdivide our lot(s) into:

Short Subdivision Application

File Number:

File Name:

PRELIMINARY APPROVAL					
iden	tified plete	lse Application for a Short Subdivision is deemed complete when it is accompanied by the recomplete. No application shall be below. Please be advised that additional information may be required. No application shall be if any of the required information is missing. Additional copies of certain items will be required.	e considere	d	
	For Staff Use ONLY				
REC OTH	Verified	Waived			
	1.	Land Use Application Cover Sheet, with original signature(s).	K.R.		
	2.	A written statement by the owner listing any adjacent, continguous parcel(s) in which the owner has an interest through ownership, contract for purchase, earnest money agreement, or option through any person, firm, or corporation (including the name, address, and telephone number of all such persons, firms, or corporations).			
	3.	A statement or map containing the following:			
		A. The existing zoning classification;)	
		B. The square footage computation of each lot or parcel, excluding square footage of land in access panhandles and/or private roads;	K.R.		
		C. The source of the water supply; and	K.R.		
		D. The method of sewage disposal.	K.R.		
	4.	Two (2) copies of the preliminary short plat drawn to scale on paper not larger than 11-inches by 17-inches showing:	K.R.		
		A. The date, scale, and north arrow;	K.R.		
		 B. All existing and proposed boundary lines; C. Dimensions, square footage and number assigned to each existing and proposed lot or parcel (the square footage of land in access panhandles and/or private roads shall not be included in the lot size computation); 	K.R.		
		D. All existing structures;	K.R.		
		E. All setbacks for existing structures;	K.R.		
		F. The location of any sensitive areas defined in LMC Title 17 as known to the applicant at the time of submittal; and			
		G. Proposed location of front and rear yards for proposed lots.	K.R.		
	5.	A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.			
	6.	A copy of all recorded documents pertaining to the subject property.	K.R.		

lots

Short Subdivision Application

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	7.	A tr	ee retention/clearing plan.		
				For Staff Use ONLY Verified Waive	
				Verified	Waived
	8.		o (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized numents.	K.R.	
	9.	rev Ho	ompleted SEPA application, unless the project is categorically exempt from SEPA ew. Note: For most short plats the applicant is not required to complete the checklist. wever, the applicant is to understand that the checklist may be required if, during cessing, the circumstances of the short plat indicate the need for environmental ew.		K.R.
	10.	Ap	olication fee(s).	K.R.	
			``		I
The 1.3	Com 5.015 alyze t	mun (A), the a	ARY ITEMS ity Development Director may waive either of these items, pursuant to LMC Section upon written request by the applicant and a finding that the item is not necessary to pplication.		ı
Ш			urrent ownership title certificate from a recognized title company.		
	2.	As	ite survey prepared by a licensed surveyor registered in the state of Washington.		
FIN	AL A	PPR	OVAL		
	1.	Αw	ritten statement by the owner or notation on the final map containing:		
		A.	The square footage computation of each lot or parcel, excluding square footage of land in access panhandles and/or private roads;		
		B.	The source of the water supply; and		
		C.	The source of sewage disposal.		
	2.	As	ite survey prepared by a licensed surveyor registered in the state of Washington.		
	3.		o copies of the short plat map drawn on reproducible material having dimensions of inches by 24-inches which contains the following information:		
		A.	A legal description of the property to be subdivided and legal descriptions of lots, tracts, or parcels therein together with the legal description of private roads and easements therein, if any, all prepared or approved and sealed by a licensed surveyor registered in the state of Washington;		
		B.	The date, scale and north arrow;		
		C.	The boundary lines, to scale, of the tract to be subdivided and each lot contained therein;		
		D.	The number assigned to each lot;		
		E.	The location, names, widths and auditor's file number of any existing easements, existing and proposed roads and proposed rights-of-way for public services utilities with the area contained within the short subdivision, and within 100-feet thereof, and locaton of nearest city streets;		
		F.	The boundaries of all lands reserved in the deeds for the common use of the property owners of the short subdivision;		
		G.	The location of permanent and topographic features which will have an impact upon the short subdivision, such as all existing or platted streets adjacent to the short subdivision, buildings, watercourses, rights-of-way, all utility rights-of-way, township lines and sections lines;		
		Н.	The statement: "Land within this short subdivision shall not be further subdivided for a period of 5-years unless a final plat is filed pursuant to LMC Ch.		

For Staff Use



			ONLY			
					Verified	Waived
			19.	25 and RCW Ch 58.17.";		
		I.	Sig	nature block for approval by the Mayor;		
		J.		ormwater system maintenance requirements as required by the Public Works ector; and		
		K.	A c	certificate as per RCW Ch. 58.17.165.		
	4.	The plat		owing documentation shall accompany each application for approval of a short		
		A.		vicinity map clearly idenfiying the location of the property being short subdivided, ving a scale of not more than 400-feet to the inch;		
		B.		pies of restrictions, if any, proposed to be imposed upon the use of the land. Such trictions must be recorded either prior to or simultaneously with the short plan;		
		C.	C. A current title certificate consisting of a report from a recognized title company showing the interest of all persons, firms, or corporations signing the final short plat and any restrictions as listed under item B. The certificate must be dated within 30-days of the application;			
		D.	Lot	Closures for each lot contained within the Short Subdivision; and		
		E.		any short subdivision where lots are served or to be served by a private street, the odivider shall furnish copies of such further covenants or documents that will result		
			a.	Each owner having access thereto having responsibility for maintenance of any private street contained within the short subdivision.		
			b.	Any seller being obligated to give actual notice to any prospective purchaser of the method of maintenance of the private street which notice shall be caused to be included in any deeds or contracts relating to such sale, and such covenants or documents shall be recorded either prior to or simultaneously with the moment the short subdivision becomes effective.		
FE	ES	5	See I	LMC 3.104 or contact our office for current fee information.		
NOTES		r iı	1. The approval of a Short Subdivision Application does not in any way replace, modify requirement for the compliance of the proposal with other applicable codes, standards, including, but not necessarily limited to, those of the Building, Fire or Public Works Departments to contact these departments concerning such requirements.		or regulations	3
	2. Optional consolidated review: Per LMC 1.35.080, projects involving two or more I filed at the same time may be "consolidated" upon written request by the applicant at When applications are consolidated for review, the entire package will proceed using the highest decision-making authority. For example, for a project involving a Project application and a Rezone application, both applications would have a final decision is strongly recommended that you speak with a staff member about consolidated revinformed of your options and how your applications would be affected.				e time of subre process invign Review and by City Co	mittal. olving ouncil. It
] [/	We	hereby request consolidated review.		
3. Any permit issued for an Short Subdivision shall expire two years from the date of preliming The Mayor may grant a single one-year extension to this time limit, provided a written request extension is received before expiration.					oroval.	
		4	4. It is the responsibility of the owners, applicants and agents to become aware of the re		equirements	of Title

19-Subdivisions and Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a

pre-application conference with the City staff be scheduled prior to submittal of an application.

6. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly

5. An application may be amended only in writing.







related to this application.

- 7. In each application the burden of proof rests with the applicant, petitioner or proponent.
- 8. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We		, owner(s) of the	ne property			
commonly known as		, do hereby apply for permi	ssion to subdivide			
the above-referenced property. I/We certify that the information provided in this application, including all submittals and						
attachments, is true and correct to the best of my/our knowledge.						
Signature of Owner		Doto				
Signature of Owner:		Date:	·			
Please print name:						
attachments, is true and correct to the Signature of Owner:		Date:				



Land Use Series Affidavit of Ownership

File Name: File Number: **Property Owner: Contact Address:** Phone: Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form. **Site Address: Legal Description:** APN: **Site Address: Legal Description:** AFFIDAVIT OF OWNERSHIP - To Be Completed in the Presence of a Notary Public _____, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) ____ ____, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. Signature of Owner: Please print name: I certify that I know or have satisfactory evidence that STATE OF _____ who appeared before me, and said person acknowledged that he) ss. COUNTY OF signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument. SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20___. NAME (print): NAME (sign): Notary Public in and for the State of _____ Commission Expires: __